AFMIS Processes & Procedures

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WORLDWIDE 2005

TRAINING PRESENTATIONS FOR:
The Dining Facility Manager and
The Food Program Manager

- **EQUIPMENT REPLACEMENT** – Step by Step…

- **MENU PLANNING & MANAGEMENT** – Cost Analysis…

- **INFORMATION TOOLS** – WEB…

AFMIS Training

DFO / FPM Processes

This presentation will cover the step-by-step processes required to effectively manage equipment using AFMIS.

Topics:

- **Beginning the Process**

- **CTA 50-909 / FEDLOG**

- **LIN / NSN Identification**

- **DFO Processes**

- **FPM Processes**

- **Budget Reports**

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References

DFO Manual

FPM Manual

CTA 50-909

Web Training

DA Form 3988

DFO Menu Tree

FPM Menu Tree

Using AFMIS will ensure you have the "tools" and reports needed for proper budgeting…

Beginning the Process
Step One

The process begins with the Senior Food Operations Sergeant (SFOS) / Dining Facility Manager. He or she receives equipment in the dining facility, and when required, updates equipment records. Accuracy and the availability of information is important. They should:

New Equipment (PV Program)

- **Gather as much information as possible.**
- **Prepare DA Form 3988.**
- **Verify if equipment can be enter into AFMIS.**
- **Send DA From 3988 forward to FPM.**

Existing Equipment

- **Ensure equipment is entered in AFMIS correctly.**
- **Check NSN and/or LIN against the hand receipt (PBO).**
- **Record discrepancies on DA Form 3988.**

Beginning the Process - DFAC
Step One - Continued

New Equipment (PV Program)

Prepare DA Form 3988 IAW Hand Receipt and Data Plate

Enter into AFMIS by NSN

Enter into AFMIS by LIN

Record information in the Remarks Section of DA Form 3988

Review "Other" Equipment Listing

Send to Food Program Manager

Ensure you indicate if equipment can or cannot be entered by NSN and/or LIN in the Remarks Section of DA From 3988.

```
DATE: 10 Mar 96       UPDATE EQUIPMENT INVENTORY          AJK-192
                        FOR BUILDING  12800

SERIAL NUMBER:  1234                    NSN:    -    -    -
                                        LIN:  012345
ITEM NAME:  THE SFC O HIGH SPEED LOW DRAG SOLAR TOASTER. 600 SLICE CAPACITY.
< ITEM NOT FOUND ON CTA 50-909 OR AMDF ><< NOT AUTHORIZED TO USE IN ARMY >>

MANUFACTURER:                   MODEL NUMBER:

ACQUISITION YEAR:               LIFE EXPECTANCY:

ACQUISITION COST:               ENERGY SOURCE CODE:

NEW LOCATION:

REMARKS:
```

Beginning the Process - DFAC
Step One - Continued

Existing Equipment

Verify NSN / LIN to Hand Receipt

Ensure LIN matches CTA 50-909

(CTA 50-909 can be view through the Force Management System, or printed from DSS)

Verify Acquisition Year and Life Expectancy – Adjust Life Expectancy **ONLY:** (discussed later…)

Record discrepancies and adjustments in the Remarks Section of DA Form 3988 and in AFMIS

Send DA Form 3988 to FPM

Food Program Manager
Step Two

Upon receiving DA Form 3988 from the dining facility, the FPM should complete the following tasks to ensure equipment records can be entered into AFMIS and that the information entered is accurate – providing an audit trail.

New Equipment (PV Program)

- **Review DA Form 3988 for accuracy – note "Remarks"**
- **Access FMS – Force Management System**
- **Access DSS – Food Service Decision Support System**
- **Verify LIN to CTA 50-909 on both systems**
- **PBO uses FEDLOG – LIN match for audit trail**
- **Coordinate with ACES, FED**

> Ensure Replacement Year is correct.

Existing Equipment

- **Same as above…**
- **Verify NSN is matched/assigned to LIN (AFMIS)**

New Equipment (PV Program)

Review DA Form 3988

Note entries in the "Remarks" section

Verify LIN using FMS / DSS

Coordinate with ACES, FED to ensure a "standard" is established

Inform the SFOS / Dining Facility Manager of changes

Changes to CTA 50-909, FEDLOG, and AFMIS take time.

"Cannot enter NSN into AFMIS"

"LIN # assigned by PBO: CANNOT enter into AFMIS"

"LIN # assigned by PBO: CAN enter into AFMIS"

Existing Equipment

Review DA Form 3988

Note entries in the "Remarks" section

Verify LIN using FMS / DSS

Coordinate with ACES, FED to ensure a "standard" is established

Review and Note "Replacement Year"

Inform the SFOS / Dining Facility Manager of changes

"No NSN entered into AFMIS"

"LIN # in AFMIS does NOT match Hand Receipt.

"Life Expectancy incorrect"

SFOS / DFAC Manager Tasks
Step Three – Equipment Processing

When a NSN, LIN, or updates are communicated to the SFOS / DFAC Manager, he or she can enter in "New" equipment or update existing equipment in AFMIS.

Enter Equipment by NSN

Enter Equipment by LIN

(When entered in by LIN only, the DFAC will have to enter in the Life Expectancy.)

Changes to Replacement Year through Life Expectancy

Review "Other" Equipment Listing

Ensure Records are Accurate

Update Annually or As Required

```
DATE:  10 Mar 96          UPDATE EQUIPMENT INVENTORY              AJK-192
                             FOR BUILDING  12800

SERIAL NUMBER:   1234                         NSN:     -     -     -
                                              LIN:   012345
ITEM NAME:  THE SFC O HIGH SPEED LOW DRAG SOLAR TOASTER. 600 SLICE CAPACITY.
( ITEM NOT FOUND ON CTA 50-909 OR AMDF )<< NOT AUTHORIZED TO USE IN ARMY >>

MANUFACTURER:                          MODEL NUMBER:

ACQUISITION YEAR:                      LIFE EXPECTANCY:

ACQUISITION COST:                      ENERGY SOURCE CODE:

NEW LOCATION:

REMARKS:
```

```
DATE:  10 Mar 96          UPDATE EQUIPMENT INVENTORY              AJK-193
                             FOR BUILDING  12800

                                                          BALANCE
                  ITEM NAME                      LIN       ON-HAND

   BANQUETTE: TUBULAR STL FRAME UPHOLSTE        90734N       0
   RED WALL TYPE

   BOOTH DOUBLE ISLAND: TUBULAR STEEL FR        C09671       0
   AME UPHOLSTERED ART LEATHER

   BOOTH SINGLE ISLAND: BLACK TUBULAR ST        C09676       0
   EEL FRAME ART LEATHER UPHOL

   CARPET (WHEN CLASSIFIED AS EQUIPMENT-        91657N       0
   IN-PLACE) PER FACILITY LISTED

   F3 - scroll forward, F4 - scroll backward, Esc - save, Del - exit
```

FPM Tasks
Step Four – Budgeting

There are several Reports available for the Food Program Manager to review and budget for equipment. It is however, important that the dining facility can enter in equipment, that equipment entered in is accurate, and the system is "setup" to accurately cost equipment.

Ensure dining facilities BOI is accurate

Ensure dining facility equipment records are accurate prior to running budget reports - DSS

Print Replacement by Dining Facility

Print Replacement for Installation

Print Budget Worksheet

Research "costs" using DSS

Equipment Replacement Process
Conclusion

The Equipment Replacement Process begins with the SFOS / DFAC Manager. They should ensure DA Form 3988 has ALL pertinent information, if available, recorded prior to sending forward, to include, any "Remarks" pertaining to the equipment.

New Equipment (PV Program)

- **Should match FEDLOG, CTA 50-909, and AFMIS**
- **Coordinate with ACES, FED**

Existing Equipment

- **Ensure equipment is entered in AFMIS correctly.**
- **Check NSN and/or LIN against the hand receipt (PBO).**
- **Record discrepancies on DA Form 3988.**

For more information, Visit the ACES Web, AFMIS Training.

Menu Planning Tools & Tasks

This presentation is an overview of the Menu Planning processes when using AFMIS. The goal is to present several "tools" available in AFMIS for the SFOS / DFAC Manager to use during menu planning and some of the "tasks" that should be accomplished by the FPM that help ensure budgetary compliance and ease when planning menus.

Topics:

- **Management Review**

- **FPM Tasks**

- **DFAC Manu Planning**

- **Reports**

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References

DFO Manual

FPM Manual

DFO Menu Tree

FPM Menu Tree

TM 10-412

Identifying the areas that can prevent the manager from meeting budgetary guidelines - BDFA

Management Review
Areas that can cause problems

Listed below are areas that can make the menu planning process difficult for the SFOS / DFAC Manager. When discrepancies are noted, the FPM should be contacted IAW local policy. Discrepancies should be corrected in a timely manner to prevent Account Status fluctuations.

Menu Review

- **Master Menu Mix – Variety**
- **Cost per 100 – Indicate recipe problems**
- **Templates – Periodically review and cost**

Recipe Review

- **Review Header Information**
- **Review Ingredients based on 100 portions**
- **AFMIS - TM 10-412 Match**
- **NIS Items on Recipes – AFMIS**
- **Review Instructions for Accuracy**

Report discrepancies to the FPM for correction.

Food Program Manager
Tasks that aide the SFOS / DFAC Manager

Menu Review & Maintenance

Update Master Menu

AR 30-22 Guidance

Course Maintenance

Global Recipe Replacement

```
DATE:    20 Mar 1996      MASTER MENU              AJK-102
CHANGE              Lunch            03/15/1996

RECIPE          RECIPE NAME
C00501    COFFEE (AUTOMATIC URN)
G01300    CARROT CAKE(MIX>W/FROSTI          F1 Key Add a Recipe
L07600    BEEF MANICOTTI                    F2 Key Delete a Recipe
L12500    CHIPPER PERCH                        Delete a Duplicate Recipe
M01400    COTTAGE CHEESE AND TOMAT             Delete a Blank line
M03300    LETTUCE AND TOMATO SALAD          F3 Key advance to next page
Q04400    BAKED POTATOES                    F4 Key return to previous page
S00100    ASSORTED FRUIT                    F7 Key Restore Recipe Number
S00300    BEVERAGE BASE PWDR                <ESC> Key Update Database
S00301    INSTANT TEA                       <DELETE> Key cancel processing
S00400    BULK MILK
S00500    TEA BAGS                          Use Arrow & Return keys to
S00501    HOT CHOCOLATE                     move between fields and rows
S00800    ASSORTED BREAD
```

```
DATE: 20 Mar 1996      EDIT COURSE & TITLES MAINTENANCE     AJK-324

COURSE NO                    COURSE TITLE              SEQ NO

     1              SOUPS / APPETIZERS                    1
     2              ENTREES - MAIN                        2
     3              SIDES                                 3
     4              SALADS                                4
     5              BREADS/ROLLS                          5
     6              SHORT ORDER                           6
     7              DESSERTS                              7
     8              COMBO MEALS                           8
     9              SANDWICH BAR                          9
    10              PASTA BAR                            10

           PRESS <ESC> WHEN FINISHED WITH SCREEN
    F1-INSERT   F2-DELETE   F3-SCROLL DOWN   F4-SCROLL UP
```

```
[                                                              ]
DATE: [20 Mar 1996]        GLOBAL MASTER MENU MAINTENANCE      AJK-023

TYPE OF GLOBAL CHANGE:   ADD [ ]       REPLACE [ ]       DELETE [ ]
RECIPE NUMBER:   [      ]  RECIPE NAME:  [                      ]
REPLACED BY  :   [      ]  RECIPE NAME:  [                      ]

              MENU DATES FROM:  [  ][   ][     ] TO [  ][   ][    ]
              MENU MEAL: [ ]
Type of Meals
_____

A = Breakfast
B = Lunch
C = Short Order
D = Dinner




Press <DELETE> to exit the process.
```

Food Program Manager
Tasks that will ensure DFAC has current costs

Recipe Update: Ingredients

Master Item File Review

MIF Reconciliation

Replace Ingredients

```
DATE:   20 Mar 96          INSTALLATION FOOD ADVISOR SUBSYSTEM          AJK-112
                                  MASTER ITEM FILE INQUIRY


NSN/MCN                    8905004039592
NOMENCLATURE               BACON SLICED FZN SHINGLE
UNIT/ISSUE                 LB
UNIT PACK                  CS
CURRENT PRICE              $1.72
UNIT PACK QTY              53
PERISHABILITY              P
CONV FACTOR                1.0000



                    Press DELETE Key for Interrupt Menu

             To Print Report . . . Press ESC Key after viewing selected data
```

```
                    INSTALLATION FOOD ADVISOR              AJK-134
                    UNMATCHED INGREDIENTS <NSN>

RECIPE NO:   A01305    RECIPE NAME:   APRICOTS, FRESH

      NSN               ITEM-NAME
---------------    --------------------------
8915001271061      APRICOTS FRESH JUMBO      <--- Unmatched Ingredients

*APRICOT*                 <==== Enter keyword (*###############*)
                               for list of MIF Substitute items

AAAAAAAA513        JUICE, APRICOT RESERVED
8930000517056      JAM, APRICOT 18 OZ        ┌──────────────────────────┐
                                             │ F3 Key advance to next page     │
                                             │ F4 Key advance to previous page  │
                                             │ CTRL-U Update Ingredient file    │
                                             │ CTRL-D Reenter Item Name         │
                                             │ ESC Key continue w/o update      │
                                             │ <DELETE> to exit the process     │
                                             └──────────────────────────┘
```

```
DATE:   20 Mar 1996                                        AJK-224

                 TISA - DFO MASTER ITEM FILE RECONCILIATION

NSN:    8905 - 01 - E09 - 1703     DFO MIF   RECORD   11  OF  642

              TISA                            DFO

ITEM NAME:                                    BACON, TURKEY 34/38
UNIT OF ISSUE:                                LB
PRICE:                                             $2.20
SOURCE:
PERISHABILITY:                                P
DVD DEL SCHED:

PROBLEM:    Item is not available for issue.


PRESS <DELETE> TO EXIT
Flag for deletion?  Y/N
```

```
DATE: 20 Mar 96          INSTALLATION FOOD ADVISOR          AJK-232
                         REPLACE SELECTED INGREDIENT


      TIIN               ITEM-NAME
-----------        --------------------------
      -                              <=== Selected Ingredient

                   <==== Enter keyword (*###############*)
                          for list of MIF Substitute items




           Press <DELETE> key to interrupt process
```

Use the Bulletin Board to post changes to MIF

Food Program Manager
Tasks that will ensure DFAC has up-to-date Recipes

Single Recipe Update

- TM 10-412 Reference
- Recipe Header
- Recipe Ingredients
- Conversion Factors
- Recipe Instructions
- Sending to DFAC

Conversion Factors are found in the Manual


```
DATE: 20 Mar 1996          ADD / UPDATE RECIPE   L03000                 AJK-121

POS DISPLAY NAME:  Creamed Beef          YIELD:  100        PORTION:  2/3 CUP
RECIPE NAME:       CREAMED GROUND BEEF

RECIPE DESCRIPTION:
 BASE RECIPE

EXCLUDE FROM AUTO POS COST UPDATE (Y/N):  N

COST:                          GROUP:                    NUTRITION:
PER PORTION            $0.25    COURSE       2            FAT          M
```

```
DATE: 20 Mar 1996          ADD / UPDATE RECIPE   L03000                 AJK-323
                   POS DISPLAY NAME:  Creamed Beef
 CREAMED GROUND BEEF          YIELD:      100        PORTION:  2/3 CUP
 RECIPE COST:      $0.25      W/COND:      $0.27      POS:      $0.30

STEP     TIIN          ITEM NAME                    RCP     UM   RCP      AS PUR
                                             NIS    QTY          WEIGHT   WEIGHT
 1     050-3190    BEEF GROUND, SOY                18.0000  LB   18.0000  18.000
 1     616-0199    ONIONS, YLW JUMBO               3.0000   CP   1.1250   1.1250
 2     079-6943    SALT 5 LB BAG                   3.0000   TB   0.1250   0.1250
 2     127-8067    PEPPER BLACK  1 LB              1.0000   TP   0.0313   0.0313
 2     140-7748    FLOUR, WHEAT 10#                1.5000   QT   1.5000   1.5000
 2     234-6217    SOUP & GVY BASE BF #2 1/2       6.0000   TB   0.1456   0.1456
 3     000-0001    WATER  WARM                    10.5000   QT   0.0000   0.0000
```

```
DATE: 20 Mar 19            RECIPE INSTRUCTIONS                          AJK-123

RECIPE-NUMBER: L03000          RECIPE NAME: CREAMED GROUND BEEF

PREPREPARATION INSTRUCTIONS:

   THAW BEEF UNDER REFRIGERATION.
   ONIONS ARE AN OPTIONAL INGREDIENT.
   CHOP DRY ONIONS BEFORE MEASURING.  DEHY ONIONS MAY BE USED, REF A01100.
   SIFT FLOUR BEFORE MEASURING.

PRIMARY COOKING METHOD:
1.   COOK BEEF IN ITS OWN FAT IN STEAM-JACKETED KETTLE OR ROASTING PAN UNTIL
     BEEF LOSES ITS PINK COLOR, STIRRING TO BREAK APART.  DRAIN OR SKIM OFF

F1 Key Insert Line              F2 Key Delete Line        F3 Key Scroll Forward
F4 Key Scroll Backward          ESC Key Save & Exit
Delete Key Interrupt Menu       Press RETURN after each entered line
```

Dining Facility Menu Planning
Management Guidelines

AFMIS provides a wide variety of "Management Tools" that aide in the Menu Planning process. Using these tools will ensure menus are well balanced and cost effective; however, a few "guidelines" should be followed:

Menu Guidelines

- Management Planning can begin 20 days from Consumption Date.
- 2-2-3 Issue Frequency Schedule DOES NOT help in planning.
- Account Status is a "Management Tool", NOT an "Evaluation Tool".
- Recipes MUST be up-to-date: NO NIS – Will not cost accurately.
- MIF MUST be up-to-date: NO NIS – Shopping Lists will be inaccurate.
- Check BOH and PV Orders.
- Review Templates for cost effectiveness and acceptance.
- Productions Schedules: Main Line Only – Do Not breakout Short Orders.
- Portions for SOP Items should be estimated: Do Not use 1 or 0
- Print "Final" menu reports AFTER subsistence is received.

Dining Facility Menu Planning
Management Tools

Menu Planning

Review Issue Frequency Schedule

Review Account Status

Review Headcount History

Review Balance on Hand

Review PV Orders

Create "Working" Production Schedules

```
DATE: 10 Mar 1996              DFO ACCOUNT STATUS                    AJK-361
ACTIVITY CODE:  128INF
ACTIVITY NAME:  1/28 INF BN

                          CURRENT ACCOUNT STATUS
                               10 Mar 1996
                                13:30:13

1.  BEGINNING INVENTORY ( 30 Jun 1996 ):                  $33140.87
2.  PURCHASES           (ISSUES):                             $0.00

3.  TOTAL               (line 1 + line 2):                $33140.87

4.  CURRENT INVENTORY                                     $28706.31
5.  ACTUAL EXPENSES     (line 3 - line 4):                 $4434.56
6.  EARNINGS            (HEADCOUNT):                          $0.00
```

```
DATE:  10 Mar 1996          HEADCOUNT HISTORY INQUIRY               AJK-532
ACT CODE:  128INF
              History period beginning: [10][MAR][1996]

DATES                      10      07      06      05      04      03      02

BREAKFAST:  Adjusted      775     800     800     800     800     750
            Actual        810     825     800     795     805     800

LUNCH:      Adjusted      800     750     700     800     750     700
            Actual        875     725     635     750     725     680

DINNER:     Adjusted      725     800     750     750     750     750
            Actual        750     800     750     740     750     760
```

```
DATE:  10 Mar 96                 PRIME VENDOR                       AJK-906
                               INQUIRY RESULTS
                           01 Mar 96   TO  10 Mar 96

        ITEM NAME                    UI      UNIT PRICE      VENDOR
H FILLET FROZEN                      LB      $   2.41

96          DOCUMENT NUMBER              STATUS            QTY
            W36N0Q63480037              OS                 50

PE KEY WHEN FINISHED VIEWING DATA
```

```
DATE:  10 Mar 1996           PRODUCTION SCHEDULE                    AJK-402

   Meal date: [20][MAR][1996]              Adjusted hdct:     500
   Meal type:  LUN   Template No:          Serv Pd:  1130  -  1300

PREPARER RECIPE NO     RECIPE NAME       CRS SEQ COST/PORT PORTIONS TIME

_____   P00101   BEEF BARLEY SOUP        1   0  $0.03       0      0
_____   L01500   STEAK SMOTHERED W/ ONIO 2   0  $1.26       0      0
_____   L11906   FISH AMANDINE           2   0  $0.18       0      0
_____   E00500   STEAMED RICE            3   0  $0.05       0      0
_____   Q02702   MEXICAN CORN            3   0  $0.27       0      0
_____   Q04400   BAKED POTATOES          3   0  $0.18       0      0
_____   M01200   COTTAGE CHEESE SALAD    4   0  $0.73       0      0
_____   M04800   TOSSED VEGETABLE SALAD  4   0  $0.08       0      0
_____   D03200   HARD ROLLS              5   0  $0.05       0      0

              Total meal cost:              $0.00

        PRESS <ESC> WHEN FINISHED WITH SCREEN
```

Dining Facility Menu Planning
Management Production

Menu Production

Create "Working" Shopping List

Review Projected Account Status

Review Master Item File

Review / Update Shopping Lists

Print Reports AFTER Issue

    Production Schedules

    Kitchen Requisition Worksheet

    Additional Production Schedules

    Dieter's Menu

    Outside Menu

    Recipes

```
DATE:  10 Mar 1996          PROJECTED ACCOUNT STATUS          AJK-389

Projected period:[10 Mar 1996] - [17 Mar 1996] DF Inventory Value:[   $28706.31]

              EXPEND      EXPEND      EARNINGS    EARNINGS    ACCOUNT STATUS
DATE          TODAY     CUMULATIVE     TODAY     CUMULATIVE      DOLLAR

Cur Bal             [$326985.10]             [*********]    [ $4628.88]

[10] [     $0.00] [$326985.10] [    $0.00] [*********]    [ $4628.88]
[11] [     $0.00] [$326985.10] [    $0.00] [*********]    [ $4628.88]
[12] [     $0.00] [$326985.10] [    $0.00] [*********]    [ $4628.88]
[13] [     $0.00] [$326985.10] [    $0.00] [*********]    [ $4628.88]
[14] [     $0.00] [$326985.10] [    $0.00] [*********]    [ $4628.88]
[15] [  $123.83] [$327108.93] [  $200.00] [*********]    [ $4552.71]
[16] [     $0.00] [$327108.93] [    $0.00] [*********]    [ $4552.71]
[17] [     $0.00] [$327108.93] [    $0.00] [*********]    [ $4552.71]

Press ESC when finished
[                                                                   ]
```

```
DATE: 10 Mar 96          DINING FACILITY OPERATIONS          PCN AJK-PZ1
ACT CODE:  128INF          MASTER ITEM FILE REPORT

     NSN                    ITEM NAME              U/I      U/P    PC

8905-00-582-4039      SHRIMP P & D TAIL            LB       8.83    P
8905-00-960-2303      SHRIMP BREADED RAW           LB       5.81    P

  TOTAL ITEMS:   2                                  END PAGE    1
Press RETURN to exit process . . .
```

```
DATE:  10 Mar 96     SHOPPING LIST REVIEW AND ADJUSTMENT          AJK-382

Issue Date: [03/14/1996]     [   PERISHABLE  ]     Submission Date: [03/12/1996]

   TIIN      NIS          ITEM DESCRIPTION        U/I      UPR       QUANTITY

[3837910] [ ]    [CREAM CHEESE LOAF        ]    [LB]  [ $1.21]    [      1]
[9264926] [*]    [LETTUCE FRESH            ]    [LB]  [       ]    [      0]
[0888749] [ ]    [APPLES EATING FRESH      ]    [LB]  [ $0.51]    [      2]
[1268748] [ ]    [BANANAS FRESH            ]    [LB]  [ $0.59]    [      2]
[6160209] [ ]    [GRAPES FRESH             ]    [LB]  [ $0.94]    [      1]
[1268804] [ ]    [ORANGES, US #1           ]    [LB]  [ $0.27]    [      2]
[1278271] [ ]    [PEACH, 2" UP             ]    [LB]  [ $0.52]    [      2]
[1268805] [ ]    [PEARS FRESH              ]    [LB]  [ $0.50]    [      2]
[2528245] [ ]    [POT, IDAHO 80 SZ         ]    [LB]  [ $0.38]    [     42]
[5824059] [ ]    [TOMATOES FRESH           ]    [LB]  [ $0.72]    [     12]

PRESS <ESC> WHEN COMPLETE                    TOTAL COST: [   $31.53]
     [* <NIS>:  THIS ITEM IS NOT AVAILABLE FOR ISSUE    ]
```

Menu Planning Tools & Tasks
Conclusion

The Menu Planning and Management Process is only as effective as the information in AFMIS. If information in AFMIS is NOT up-to-date, then the SFOS / DFAC Manager will have a difficult time maintaining and complying with Budgetary guidelines.

Menu & Recipe Review

- **Master Menu Review**
- **Recipe Review**

Disposition of Subsistence

FPM Support

- **Master Menu Updates**
- **Master Item File Reconciliation**
- **Recipes: Replace Ingredients & Updates**

Menu Planning & Management

- **Guidelines**
- **Management Tools & Menu Management**
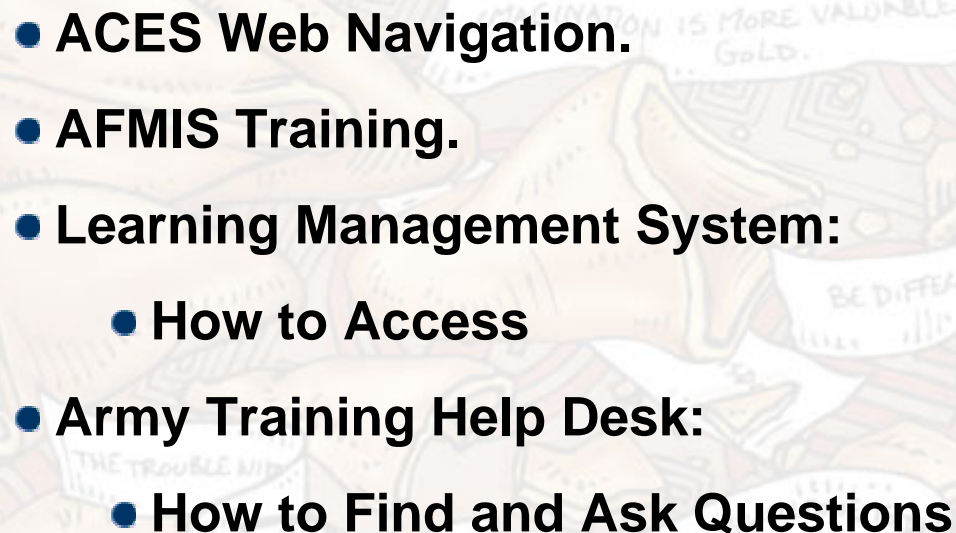
[Return]

Information Websites

This presentation will cover navigating the ACES Web for information and training, accessing the Army Learning Management System, and accessing the Army Training Help Desk.

Topics:

- **ACES Web Navigation.**

- **AFMIS Training.**

- **Learning Management System:**

  - **How to Access**

- **Army Training Help Desk:**

 - **How to Find and Ask Questions**

|Home|
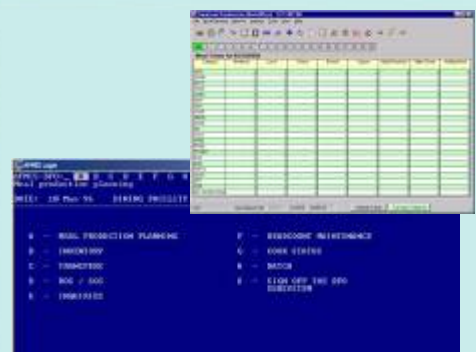
The ACES Website

The ACES Web is divided into 5 Major Areas. They are: General Information, Garrison Information, Field Information, and Training Information.
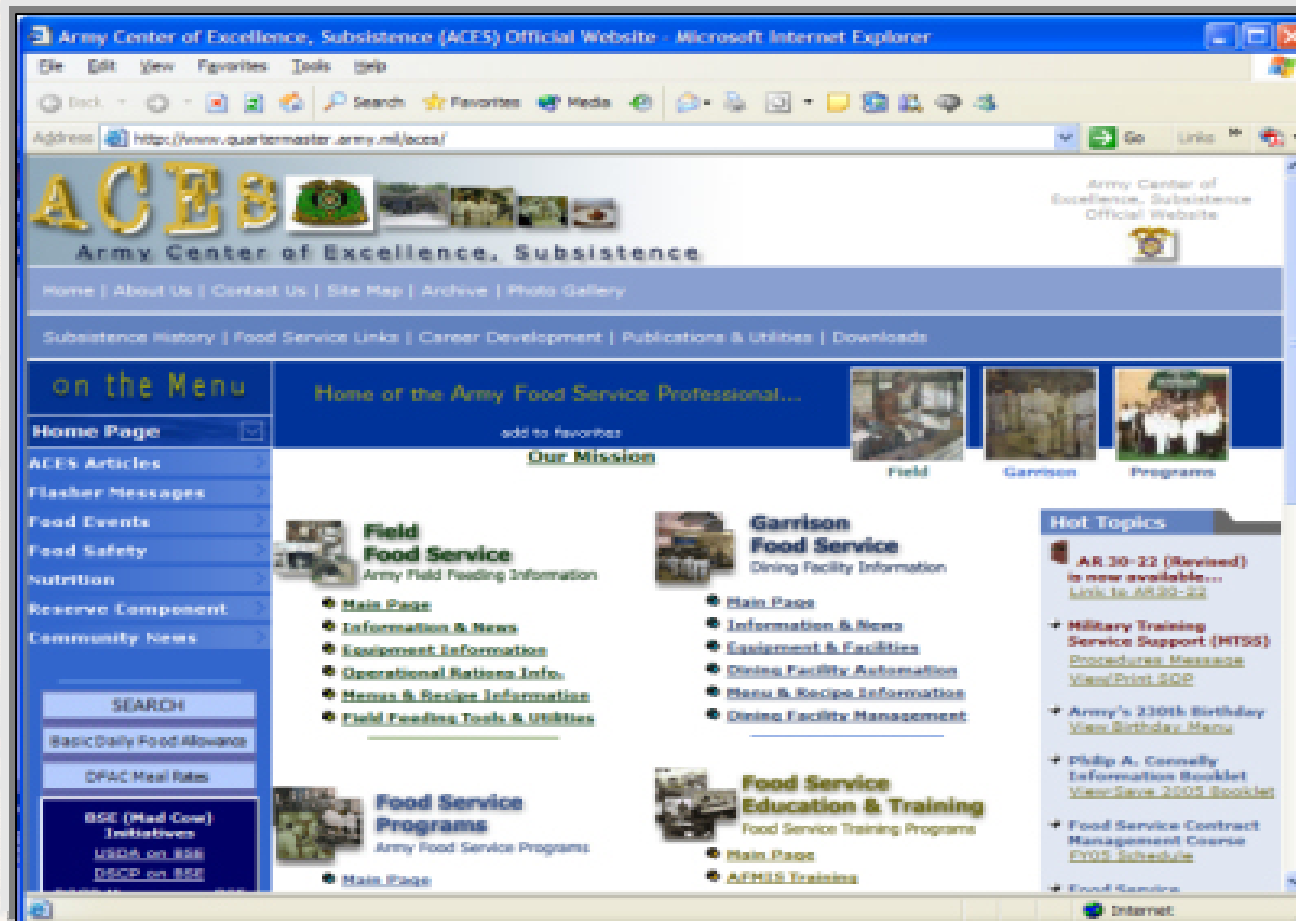
The Army Learning Management System

Access the Army Learning Management System (LMS) through AKO. Click on "My Training".
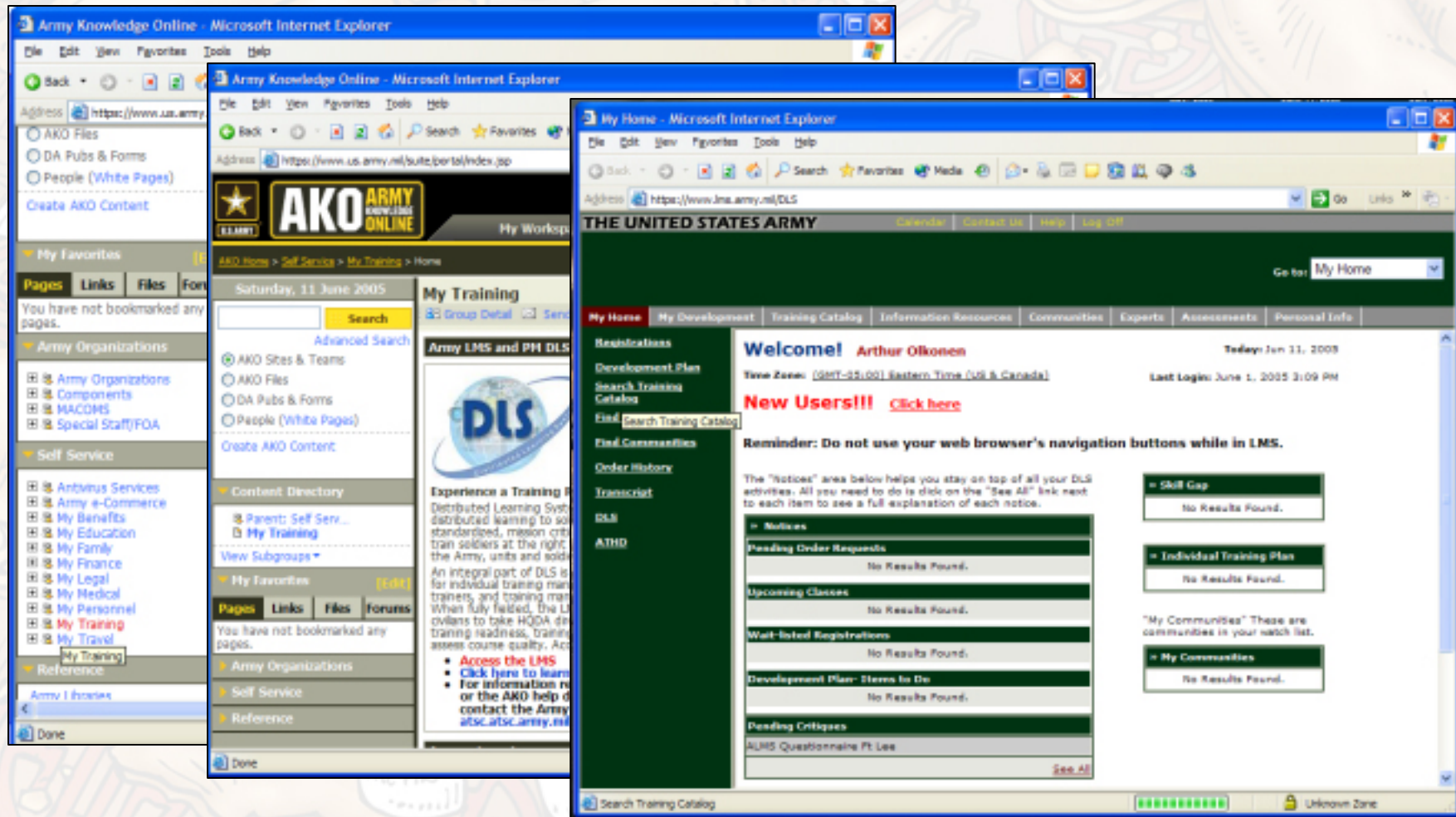
The Army Training Help Desk

Access the Army Training Help Desk through AKO – My Training. Click on the Ask a question link to begin.